		広報番号:	NE HDT 114 07	
横須賀基地空席広報		Announcement No.	NE-HPT-114-07	
		募集締切日:	30 Jan 07	
VACANCY ANNOUNCEMENT		Closing Date	1 st cut off: 19 Dec 06 2 nd cut off: 9 Jan 07	
*Recruitment may be closed before the final closing date.		発行日:		
resolutions may be closed solvie the initial closing date.		Date of Issue	29 Nov 06	
1.職種名 Job title (等級 Grade 3/語学等級 LAD N/A)	募集人数	4.募集範囲 Area of C	onsideration	
	No. of	☑ 現 MLC/IHA 従業員(部隊内)		
·	Hotel Desk Clerk, #156 Recruitment		Current MLC/IHA Employee within Activity	
(ホテル事務職)	1名	図現 MLC/IHA 従業		
 D 東数系(A Luisianasia)		distance	nployee in commuting	
□ 事務系 (Administrative) □ 技能系 (Blue Collar Trade)		□ 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide		
2.部隊 Activity				
Navy Exchange, Yokosuka		⊠ 外部 Off Base Applicant		
Navy Lodge		5.雇用の種類 Type of Employment		
■ 勤務場所 Working Place 横須賀市泊町 Tomari-cho, Yokosuka		□ IHA □ HPT □ 常用 Permanent 時給 940 円 □ 限定 Limited Term (カ月 Months)		
3.勤務時間 Work Schedule (週 40 時間制 hrww)				
勤務日 Work Days 5 days/week				
勤務時間 Work Hours 8 hours		(
0700-1545/ 1415-2300/ 2215-0700				
休憩 Recess Period 45 minutes/day				
図 夜勤 Night Shift 図 残業 Overtime □ 出張 Business Travel				
6.職務内容 Duties:				
Performs work involved in receiving and assisting guests, registering and assigning rooms, collecting fees and maintaining records in a				
transient hotel. Typical duties include: (1) checks credentials of incoming guest; (2) assigns rooms based on preference of guest, rank, availability, etc.; (3) prepares rates, maid service, and availability of recreation or shopping facilities; (4) arranges for personal valet-type				
services; (5) may sell convenience articles such as cigarettes, candy, toilet articles, magazines, etc., and maintain sales records; (6) may				
operate a telephone service, taking and placing calls; (7) computes and collects fees from departing guest; and (8) maintains operating				
records. Performs other related or incidental duties as assigned.				
7. 資格要件/身体条件 Qualification / Physical Requirements				
a. One year of general work experience OR completion of 2-years junior college/ 2-years of technical school or 4-years degree in any field.				
b. Knowledge of customer service concepts and practices.				
d. Skill in operating personal computer such as Lotus 1-2-3, Microsoft Word and Excel.				
e. Ability to make mathematical calculation, handle cash, check and credit card.				
f. Ability to operate a telephone service, taking and placing calls from guests.				
g. Ability to speak, read and write English at average proficiency level.				
*A handicapped applicant may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency: □必要なし None □初級 Basic 図中級 Intermediate □上級 Advanced □特段の能力 Exceptional 学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: N/A				
一一元 Educational Dackground . IV/A 元 元 元 元 元 元 元 元 元 元 元 元 元 元 元 元 元 元 元				
8 担山オスナの 4 は は は は は は は				
8.提出するもの Application and Associated Documents			Working Condition	
* 図 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil			Works on holidays	

8.提出するもの Application and Associated Documents	職務状況
O. DELLY & OV Application and Associated Documents	Working Condition
* 図 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil	Works on holidays
* ■ 専門職務経歴書 Resume of Specialized Work Experience (HROY From) http://hro.cnfj.navy.mil	and night shift.
*の記入は *Complete in □日本語で Japanese ⊠ 英語で English □ どちらでも Either	休日出勤および
□ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)	夜勤有り
図 80 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)	
☑ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー	
For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	

9. 応募書類提出先 Office to Submit

内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違いの無い様、郵送/提出して下さい。募集締切日必着。 (HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 O 6 O O 時より、深夜 O 1 O O 時まで提出可能です。) Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

(注意) 上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部(非従業員)からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base applicants will be rated ineligible.

1. 内部(現 MLC/IHA 従業員)提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22

米海軍横須賀基地日本人雇用課 (N132)

COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka

内線/Extension 243-8152 JN Employment Division (N132)

2. 外部(非従業員)提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

(独) 駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA

管理第一係 Management Section

電話番号 Phone 046-828-6959

受付時間:月曜-金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: Ms. Baba 軍電(DSN) 243-5149

PD No.: NEX-NL-002-PT PD is accurate and current. Certified by Activity: tb HRO:AH 11/22 ah 11/27

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed. 提出された応募書類はお返ししません。Submitted applications will not be returned.

交通費支給。勤務時間が週30時間以上の場合、社会保険の保障があります。 勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。